

WELCOME

**TO THE INDIANA STATE EMERGENCY
MANAGEMENT AGENCY AND PUBLIC
SAFETY TRAINING INSTITUTE
EMERGENCY MANAGEMENT
ACADEMY**

INFORMATION HANDBOOK

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Introduction

Indiana State Emergency Management Agency and Public Safety Training Institute

The State Emergency Management Agency (SEMA) coordinates emergency efforts for natural as well as manmade disasters, such as tornadoes, storms, earthquakes, hazardous materials incidents, including Acts of Terrorism involving Weapons of Mass Destruction, throughout the state. By working seamlessly with state agencies, local public safety departments and volunteer organizations, Indiana's SEMA can effectively respond to the emergency needs of the state's 92 county jurisdictions in times of disaster.

To address the critical need of providing advanced, up-to-date training for Indiana's public safety professionals, the Public Safety Training Institute was established (PSTI) in 1990. PSTI is chartered with the responsibility of establishing a comprehensive statewide training program via the institute's five academies: Emergency Management, Emergency Medical Services, Fire Services, Hazardous Materials/Environmental Management and Search and Rescue.

The primary goal of the Emergency Management Academy is to provide innovative and educational training programs to state and local emergency management personnel, elected and appointed officials, emergency responders, members of volunteer organizations active in disasters and other professionals who prepare for and respond to emergencies.



“Preparing Emergency Responders for the Challenges of Tomorrow”

Administrative Information

ACCREDITATION

The Indiana State Emergency Management Agency and Public Safety Training Institute are not accredited as academic institutions. However, some of the courses offered involve college-level curriculum, and individuals completing these courses may apply to their colleges for credit consideration.

Courses and activities listed in this publication may be eligible for in-service or continuing education credit with the following agencies:

Indiana State Emergency Management Agency (SEMA)

Indiana Law Enforcement Academy (ILEA) – Provider # 99-291-6812-0019

Indiana Emergency Medical Services (EMS) Commission

Indiana Fire and Building Services

Indiana State Board of Funeral and Cemetery Service

ATTENDANCE POLICIES

Students are required to attend all sessions of the course. Credit for course completion will not be granted if more than 10% of the program is missed. There will be no exceptions to this policy.

Should a student who has been accepted for a course be unable to attend, the student's organization may request that a substitution be made. This request must be made in writing and a new training application for the substitute should accompany the notice of cancellation.

COSTS/TUTION

Currently, no tuition or other costs are charged for attending the training courses listed in this publication through the Emergency Management Academy. Fees are assessed for attendance at search and rescue courses presented by the Mari Hulman George Search and Rescue Academy. For specific information regarding the Search and Rescue courses, students should contact the SAR Academy directly at 1-800-200-7424.

ELIGIBILITY

Emergency Management training courses are open to state and local emergency management personnel; elected/appointed officials; local and state emergency responders; representatives of federal agencies or organizations with emergency support roles; members of volunteer organizations active in disasters; and other professionals who prepare for and respond to emergencies or disasters.

Some of the courses listed in this publication have prerequisites, which are listed in the course description. If you are unsure if you qualify for admission to a particular course, please contact the Emergency Management Training Academy or the Mari Hulman George Search and Rescue Academy, as appropriate, before you enroll.

EXAMINATIONS

Beginning with the Federal Fiscal Year 2002 Training Year, all Emergency Management training courses require students to complete a written examination at the conclusion of the course.

Students must obtain a minimum of 70% correct answers on the examination to receive credit for course completion. Examinations will be graded and students notified of their score prior to the end of the course. Students who receive a score of less than 70% correct answers will be provided with an opportunity to re-test immediately following the course dismissal. Students re-testing will be provided with a different set of questions, covering the same topics as the original examination.

Students who experience difficulty with written examinations should notify the Emergency Management Training Academy prior to attending the course so that alternative testing methods can be arranged.

It is not the intent of the Emergency Management Training Academy to prevent any student from attending or completing any of the courses offered in this publication. Examinations are included to ensure that all of the instructional material is presented during the course and to assess the student's ability to understand the information presented.

LODGING

The Emergency Management Training Academy will provide lodging at no expense to the student (not to exceed \$79.00 plus state and local taxes per night) for students who reside more than 50 miles from the training location. Students are entitled to lodging the night before a course that begins at 9:00 A. M., if they must travel 75 miles or further to attend the course. Expenses for meals and travel to and from the training location are the responsibility of the student.

The Emergency Management Training Academy customarily arranges with a hotel to reserve a block of rooms and establish a direct billing account with the State Emergency Management Agency for payment. Students are required to stay at the hotel with which the direct bill account has been established. In the event insufficient rooms are available other arrangements will be made by the Emergency Management Academy. Students will not be reimbursed for staying at hotels, campgrounds, or lodging other than the hotel designated by the Emergency Management Academy. The Emergency Management Academy **will not** make partial payments on suites, larger rooms or other types of special accommodations. Payment is limited to room rate and tax only. Charges for telephone calls and other incidentals will be the responsibility of the student.

The facility and contact information will be identified in course acceptance letters and it is the responsibility of each student to make his or her own reservations with the designated hotel. Students are encourage to make their reservations as soon as possible as most hotels will release any unused rooms from the block seven (7) to ten (10) days prior to the date of the course. The student must inform the hotel that they are a part of the SEMA group when making their reservation.

If a student is unable to attend a training course, it is their responsibility to cancel hotel reservations in a timely fashion. Students will be held financially responsible for hotel rooms charged to the State Emergency Management Agency which were not cancelled.



An engineering marvel is under construction by students in the Introduction to Emergency Management Course. Fun is just part of the program.

Courses are designed to integrate emergency managers and emergency responders from all disciplines and levels of government.

Training courses utilize small group activities and exercises, which promote team building and fun.



Enrollment Information

APPLICATION

Students wishing to register for courses must complete an Emergency Management Academy training application. A separate application is required for each course. Training applications are available on-line on the Public Safety Training Institute website at <http://www.in.gov/sema/psti>. From this page select the Emergency Management Academy and follow the link to the training calendar and training application pages.

Application can also be obtained by fax by calling the Emergency Management Academy at (317) 232-3984 or can be picked up at any of the courses.

Completed applications need to be submitted to the Emergency Management Academy at least fourteen (14) days prior to the course.

Application may be submitted by mail, fax or e-mail to the Emergency Management Academy at the addresses provided on the application.

Please complete all applicable sections of the training application so that we may ensure the accuracy of student databases.

CANCELLATIONS

Should you be unable to attend a course for which you have enrolled please notify the Emergency Management Academy in writing as soon as possible. Many courses fill up quickly and necessitate that we place applicants on a waiting list. Your seat in the course is reserved until such time as you notify the Emergency Management Academy you are unable to attend. We will then offer the seat to another student from the waiting list.

Cancellation notices may be submitted by mail, fax or e-mail to the Emergency Management Academy.

If a last minute cancellation is necessary, the Emergency Management Academy should be notified by telephone at (317) 232-3984 or by fax at (317) 234-0736.

If a student is unable to attend a training course, it is their responsibility to cancel hotel reservations in a timely fashion. Students will be held financially responsible for hotel rooms charged to the State Emergency Management Agency which were not cancelled.

STUDENT TRANSCRIPTS

Transcripts of courses taken through the Emergency Management Academy are available to students upon request. Additionally, students who complete independent study courses, Emergency Management Institute resident courses, or any other training course may send a copy of their certificates of completion to the Emergency Management Academy for inclusion in their training files.

Locations of Training

EMERGENCY MANAGEMENT ACADEMY – GRISSOM

New in 2003 is the establishment of the Emergency Management Academy at the Grissom Aeroplex in Peru, Indiana. Providing approximately 3,000 square feet of dedicated classroom space, the Emergency Management Academy is co-located with the North Central Indiana Law Enforcement Training Council.

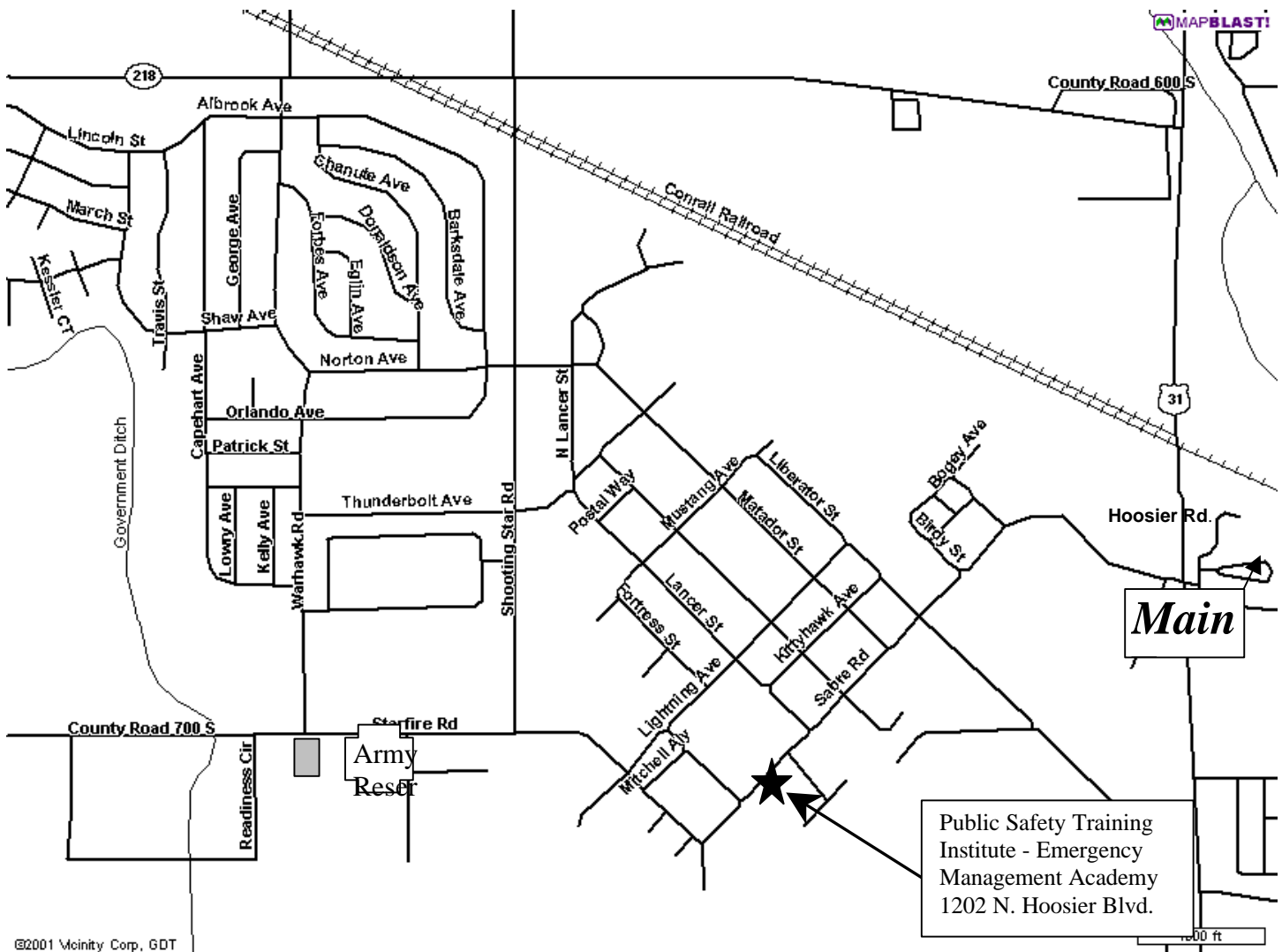
This facility provides the ability to host three (3)-training classes simultaneously and still provides additional rooms for breakout sessions.

Use of the facility is not limited to Emergency Management training. It provides a platform for comprehensive integrated training by any of the Public Safety Training Institute Academies, as well as for representative agencies from all of the emergency response disciplines.

The Emergency Management Academy at the Grissom Aeroplex is the primary fixed training location for emergency management training for the northern half of the state.



EMERGENCY MANAGEMENT ACADEMY – GRISSOM MAP



Enter the Grissom Aeroplex from US 31 at the flashing traffic light by the air museum. Proceed on Hoosier Road to the 90 degree curve to the right. The North Central Indiana Law Enforcement Training Center and Emergency Management Training Academy is located on the right side immediately following the curve.

The building is one story red brick with a four story tower on the end. Parking is at the rear of the building or in the gravel lot on the west end of the building.

MARI HULMAN GEORGE SEARCH AND RESCUE ACADEMY – CAMP ATTERBURY

Established in 1991, the Indiana Public Safety Training Institute's Search and Rescue Academy has been under constant improvement since construction began. In August of 2001 the facility was re-dedicated as the Mari Hulman George Search and Rescue Academy after the completion of a \$300,000.00 renovation.

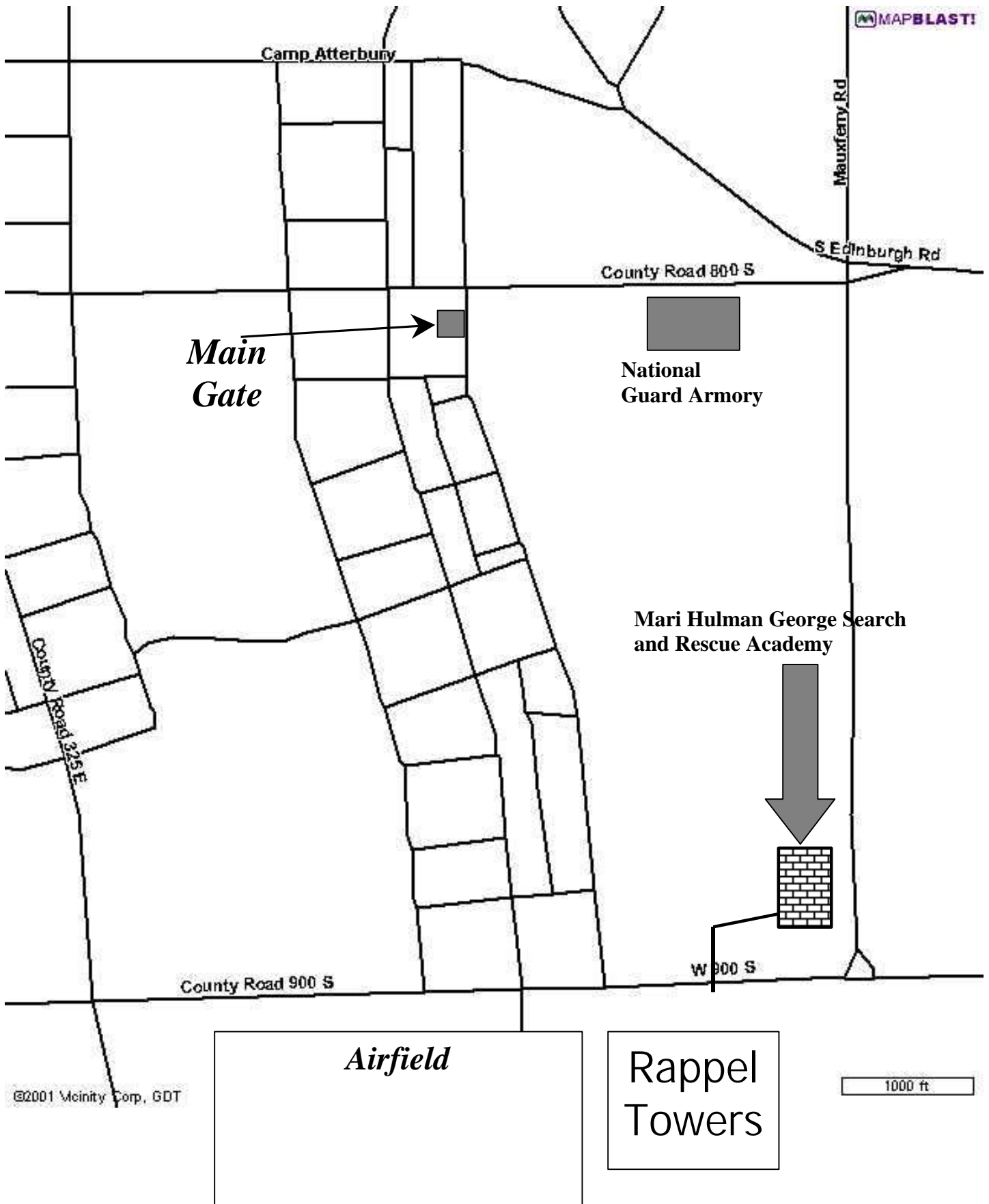
This facility provides the ability to host two (2)-training classes simultaneously with additional room for breakout sessions.

The Search and Rescue Academy offers courses on a regular basis in all areas of search and rescue training from beginning to advanced stages, at a minimal cost to the student. Search and rescue teams from all over the United States as well as China, Japan, Puerto Rico, Slovakia, Ireland, England, Germany, Brazil and Mexico have received realist disaster and wilderness search and rescue training at the academy. Of note, 53 of the 55 K-9 search teams present at the 1995 Oklahoma City bombing trained at Indiana's academy.

The Mari Hulman George Search and Rescue Academy at Camp Atterbury is the primary fixed training location for emergency management training for the southern half of the state.



SEARCH AND RESCUE ACADEMY - CAMP ATTERBURY MAP



TRAINING OUTREACH PROGRAM

The Training Outreach Program is designed to bring Emergency Management training courses to local jurisdictions. The objective is to fill the course with participants from the hosting jurisdiction and contiguous jurisdictions within a 50-mile radius, thus saving the lodging costs associated with having participants travel long distances to attend training.

This is intended to benefit local jurisdictions by allowing agencies and individuals that respond together to training together.

A “**Commitment to Host an Emergency Management Training Course**” form needs to be completed in order to schedule a training course. This form outlines the responsibilities of the hosting jurisdiction, as well as the Emergency Management Academy’s responsibilities.

Only select courses in the SEMA/PSTI Emergency Management training curriculum are eligible for the Training Outreach Program, primarily they are courses which require a great deal of specific coordination between local agencies or are designed to enhance the ability of local agencies and jurisdictions to work together.

Local jurisdictions are required to provide a minimum of twenty-five (25) students to schedule a training course through the Training Outreach Program. Lodging is not provided for students to attend these courses and it is the responsibility of the hosting agency to announce, advertise and solicit students for the course.

For additional information regarding scheduling a course through the Training Outreach Program, please contact the Emergency Management Academy at (317) 232-3984.



Students prepare for hands-on experience during an exercise in the Mass Fatalities Incident Management

Communication personnel learn about potential weapons of mass destruction in the Dispatchers and 911 Operators HazMat and Terrorism Awareness Course presented through the outreach program.



Recognition Programs

PROFESSIONAL DEVELOPMENT SERIES

The Professional Development Series program is a recognition program administered by the Federal Emergency Management Agency through the Emergency Management Institute at Emmitsburg, Maryland.

The field of emergency management is emerging into higher visibility in communities throughout the Nation as they are victimized by disasters that are increasingly severe and more numerous. With this come greater responsibilities for the emergency managers, and likewise for the trainers who guide them in developing the skills to deal with disasters.

Those who complete all Professional Development Series (PDS) courses are eligible to receive Professional Development Series certificate of completion.

The courses which comprise the Professional Development Series are: Introduction to Emergency Management; Comprehensive Emergency Management Planning; Exercise Design; Leadership and Influence; Decision Making and Problem-Solving; Effective Communication and Developing and Managing Volunteers.

Upon completion of all the courses in the Professional Development Series, individuals may request a certificate of completion by completing FEMA form 75-5 and submitting it to the Emergency Management Academy for verification. The form 75-5 will then be forwarded to the Emergency Management Institute for consideration.

ADVANCED PROFESSIONAL SERIES

The Advanced Professional Series program is a recognition program administered by the Federal Emergency Management Agency through the Emergency Management Institute at Emmitsburg, Maryland and is comprised of “how to” training courses for applying skills in disaster operations.

Participants who complete the six (6) required courses plus any four (4) of the elective courses are eligible to receive a certificate of completion by following the same procedures as outline above.

The courses which comprise the Advanced Professional Series required courses are:

Incident Command System/Emergency Operations Center Interface; Local Situation (RAPID) Assessment **and** Asking for Help; Donations Management; Disaster Response and Recovery Operations; Mitigation for Emergency Managers;

and at least one of the following:

Retrofitting Flood-Prone Residential Buildings; Multi-Hazard Emergency Planning for Schools; Earthquake Program for Schools;

and any three of the following courses:

Exercise Program Manager/Management; Debris Management; Special Needs Emergency Planning; Emergency Operations Center Management and Operations; Resource Management; Flood Fight Operations; Mass Fatalities Incident Management.

PROFESSIONAL EMERGENCY MANAGER (PEM) PROGRAM

The Professional Emergency Manager program shall include program elements that are in support of mitigation, preparedness, response, and recovery activities. The program covers three levels of readiness (basic level, intermediate level and an advanced level) which must be completed in order. Participants must complete the basic level courses and pass the examination for that level before they will be allowed to advance to the next level.

Participants of the program will demonstrate their understanding of the material covered in each course of each phase by completing exercises and/or a written examination.

The Professional Emergency Manager program consists of: nine (9) Independent Study Courses, twenty-four (24) State Resident Courses and one (1) Emergency Management Institute Resident Course.

To receive recognition for each level and to receive the Professional Emergency Manager recognition certificate for that level, participants must pass a comprehensive written examination with a minimum of 75% correct answers. In order to maintain the Professional Emergency Manager designation each participant will be required to complete 24 hours of professional development/continuing education training annually.

Upon successful completion of the courses identified at each level and obtaining a passing score on the written examination a Certificate of Completion will be issued by the Indiana Public Safety Training Institute .

Written examinations for each level will be offered at least once per year and the location will be announced. All written examinations will be administered and/or supervised by an Indiana State Emergency Management Agency staff member in a classroom type environment. Grading of examinations will take place at the Indiana State Emergency Management Agency offices and participants will be notified of the results of their examination by mail.

Grandfather Clause

Credit will be granted for all courses previously completed through the Indiana State Emergency Management Agency/Public Safety Training Institutes training program, however, questions and answers for written examinations will be taken from the current course curriculum. Attendance at a training course more than three (3) years old may not adequately prepare the participant to pass the written examination for any given level.

Training Course Descriptions

EMERGENCY MANAGEMENT SKILLS DEVELOPMENT WEEK

New from last year to the training program is the Emergency Management Skills Development Week. This is a weeklong series of one-(1) day eight (8) hour courses, which are eligible for EMA Funding requirement credits. Participants which have difficulty in attending a two or three day emergency management course, may elect to attend two separate one (1) day eight (8) hour courses to meet their training requirements.

The courses offered during skills week are designed to broaden the knowledge and experience of emergency management or emergency response personnel and provide information and skills to enhance their capabilities.

New and courses will be developed and offered for future skills weeks.

INDEPENDENT STUDY COURSES

The Federal Emergency Management Agency's Independent Study Program is delivered through the Emergency Management Institute at Emmitsburg, Maryland and consists of self-paced courses. Each course is supported with specialized sets of course materials. These materials include practical exercises, unit reviews, glossaries, subject matter appendices, and a final examination. The average course completion time is 2-14 hours. Those who score 75 percent or better on the final examination are issued a certificate of completion.

Individual enrollment requests must include:

- ◆ Course selected by course title and course number.
- ◆ Participant's name (this name will be the one that will be maintained in the participant's file and will be printed on all completion records and certificates).
- ◆ Participant's mailing address.
- ◆ Participant's Social Security Number.

Enrollment information may be submitted by:

Fax: (301) 447-1200

Internet: <http://training.fema.gov/EMIWeb/IS/>

or sent by United States Postal Service to:

FEMA Independent Study Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

EMERGENCY MANAGEMENT INSTITUTE FEDERAL EMERGENCY MANAGEMENT AGENCY

Through its courses and programs, the Emergency Management Institute serves as the national focal point for the development and delivery of emergency management training designed to enhance the capabilities of Federal, State, local and Tribal officials, agencies, departments and organizations to minimize the impact of disaster on the American public.

The Emergency Management Institute offers a full spectrum of training courses each year and publishes a catalog of the course offerings. Information on current course offerings can be obtained from the Emergency Management Institute online at: <http://training.fema.gov/EMIWeb/> To take a course at Emergency Management Institute, applicants must meet the selections criteria and prerequisites specified for each course. Participants may not enroll in the same course more than once.

Enrollment in Emergency Management Institute courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated in EMI courses.

To apply for an Emergency Management Institute course, applicants must complete and submit the General Admission Application Form (FEMA 75-5). Copies of the form may be downloaded from the FEMA website.

STATE RESIDENT COURSE DESCRIPTIONS

Assisting People with Special Needs

This 1-day course is designed to aid responders in the preparation of meeting the needs of people with disabilities and special needs. Life safety during an emergency is the major concern for first responders. Furthermore, many people with impairments cannot receive emergency notifications and directions unless this information is delivered by a variety of methods. This course will discuss emergency issues relating to physical disabilities, mental disabilities, and the multiple language and cultural differences that could arise. It will most importantly, address ways of dealing with these vital issues during a disaster or emergency.

Animal Issues in Disaster Course

This 1-day course is designed to increase awareness and preparedness by emergency management officials, animal owners, care providers and animal industries to deal with animal issues which arise during a disaster. The goal of the course is to provide information to enable the animal care community and emergency management officials to meet and develop meaningful and effective plans that improve the care of animals. Also discussed during the course is the role of local animal response teams, suggestions for recruitment and locating resources to deal with animal issues.

Basic Public Information Officer Course

This 3-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the Public Information Officer in emergencies, conducting awareness campaigns, news release writing, public speaking, and television interviews.

Students seeking to attend the Advanced Public Information Course at the Emergency Management Institute must complete this course locally prior to applying for the EMI course.

Pre-requisite Course: The Effective Communication Course must be completed prior to applying for this course.

Basic Storm Spotter Training

This 1-day course was developed as part 1 of a 3 part series designed to provide local storm spotter personnel with detailed information on basics of conducting storm spotter activities. During the basic course, participants will be presented with basic storm weather information as well as specific information on safety for the spotter, equipment requirements, reporting and documentation procedures, and team organization.

Bio-Terrorism Basics

Designed as awareness level training, this 1-day course provides basic information on biological hazards and agents, which offer the potential to be used as weapons of mass destruction. During this course specific agents will be discussed; the characteristics, signs and symptoms, and methods of deployment will be identified; and vaccines, treatments or decontamination procedures will be outlined. Bio-Terrorism reference books and materials will be provided to each participant.

Chemical Awareness for CSEPP Training

Designed as awareness level training, this 1-day course provides basic knowledge required to recognize signs and symptoms of exposure to nerve and blister agents, major emergency planning steps, and how to avoid exposure. It is designed for people engaged in planning for emergency response in the event of a chemical weapon of mass destruction attack.

Community Mass Care Course

This 2-day course will provide information to public safety personnel on the critical issues surrounding the evacuation and sheltering of residents in an area affected by a disaster or emergency. It guides students through the process of developing strategies for locating and procuring resources, establishing lines of communications, and identifying transportation capabilities for their communities.

Most importantly, it allows participants to see the “big picture” for disaster response and recovery and works to familiarize the students with the concepts of the Comprehensive Emergency Management Plan.

Comprehensive Emergency Management Planning Course

This 2-day course reviews Planning Fundamentals, outlines the new Indiana planning concept, reviews the local Comprehensive Emergency Management Plan and addresses how the plan interfaces with the State Agency Coordinator’s Standard Operating Procedures.

Subject areas covered in the course will include: Overview of Emergency Planning, Emergency Planning Legal Considerations, The Comprehensive Approach to Emergency Management, “Problems, Needs, Tasks, Resources”, The Planning Team, The Operations Team and The Comprehensive Emergency Management Plan.

This course is part of the Professional Development Series.

Conducting After-Action Reviews & Reports

This 1-day course looks at the After Action Review process and is designed to allow participants to get the most out of their planning and exercise programs. Detailed information will be presented on how to conduct a productive after action review meeting, identify lessons learned and create an After Action Report to document and disseminate those lessons learned. Practical exercises will give participants the opportunity to structure leading questions and solicit input from groups.

Conducting a Hazard Analysis

This 1-day course was developed to assist State and local jurisdictions in identifying those hazards that pose the greatest threats to their communities. The course will lead participants through the process of developing a hazard analysis and discuss how the document will be integrated into the planning process once it is completed.

Creative Finance Course

This 1-day course is designed to address this critical subject matter. During this course participants will discuss creative methods of supplementing their annual budgets with donated funds, materials and services; private contributions; and volunteer services.

Critical Incident Stress Management Course

This 2-day course is presented by certified Critical Incident Stress Management professionals and is designed to teach participants how to recognize the signs and symptoms of stress in themselves and in their follow responders. Detailed information is presented on forming Critical Incident Stress Management Teams to assist emergency responders involved in critical incidents and the methods available to assist those involved in dealing with the emotional elements of the response.

The training received during this course is pertinent not only to CISM team members, but also too individual responders who may be approached by a follow responder wanting to talk about a stressful incident. Recognizing the signs and symptoms and knowing what to say and how to say it can make an enormous difference in assisting a follow responder in dealing with a traumatic incident.

Damage Assessment Course

This 1-day course addresses the requirements of conducting an accurate assessment of damages to your community. Both Public Assistance and Individual Assistance issues will be covered. The course is organized with the Emergency Support Function concept in mind and is presented using the four phases of emergency management so as to fully integrate into the Comprehensive Emergency Management Plan.

Debris Management Course

This 2-day course is designed for State and local personnel at all levels as well as public works directors, their staffs and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to and recover from major debris-generating events.

Decision Making and Problem Solving Course

This 1-day course is designed to assist emergency managers and responders with problem solving and decision making, both in everyday situations as well as under highly stressful emergency conditions. Participants are given practice in making individual and group decisions based on a model problem-solving process.

This course is part of the Professional Development Series.

Developing and Managing Volunteers Course

This newly revised 2-day course is designed to improve the participants' abilities to handle the broad range of issues in the management of volunteers. Issues covered in the course include the identification of tasks provided by organized groups that require volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategy that promotes continued involvement and quality performance.

This course is part of the Professional Development Series.

Dispatchers and 911 Operators HazMat and Terrorism Awareness Course

Dispatchers and 911 operators are usually the first to receive notification of any type of emergency, which occurs in the community. They may be talking with the person who is a victim of an incident, witnessed what happened, or may even be the perpetrator. Callers can provide valuable information to assist emergency responders. This 1-day course is designed to provide dispatchers and 911 operators with the tools to extract information from callers. It will further train dispatchers to provide assistance to emergency responders when dealing with hazardous materials, terrorist, or threat incidents. Threat incidents may include bomb threats, anthrax threats or any other type threat involving explosive, chemical or biological materials. The information provided in this course is applicable to fire, police, and EMS dispatchers.

Hazardous materials, terrorist, and threat incidents are very technical by nature. This training course will help increase the awareness level of dispatchers and 911 operators when these incidents occur. Dispatchers will develop a better understanding of the type of information that is important to response personnel. They will also understand terminology used by response personnel and be able to provide a higher level of assistance based upon their increased level of knowledge.

Subject areas covered in the course will include an introduction to hazardous materials incidents and acts of terrorism. Other units will include hazardous materials and terrorist awareness; hints to the presence of hazardous materials or terrorist incidents; locations where such incidents may occur; recognizing signs and symptoms from victims; and the types of information to gather from the caller to be helpful for response personnel.

Donations Management Course

This 1-day course addresses the planning and operations for an effective use of undesignated donations and emergent volunteers during a disaster. Topics addressed in the course include: establishing a Donations and Volunteer Management Emergency Support Function in conjunction with representatives of Voluntary Organizations Active in Disaster (VOAD) and State and local government.

Effective Communications Course

This 3-day course is designed to develop the skills necessary in public and interpersonal communication. The course includes a variety of topics regarding both written and verbal communication and provides for practice in oral presentation skills in a fun and lively atmosphere.

This course is the pre-requisite course for attending the Basic Public Information Officer Course and is part of the Professional Development Series.

Elected and Appointed Officials Workshop

This 3-hour workshop is designed to educate Elected and Appointed Officials from State, County, City, Town and Township jurisdictions regarding their roles and responsibilities in providing for the health and safety of the citizens they serve. Emphasis is placed on Indiana Code Titles 10 and 36.

Emergency Operations Center Management and Operations Course

This 3-day course provides an overview of issues and recommended actions necessary for Designing, Managing and Preparing to Operate the Emergency Operations Center and Implementation of the SOPs

Subject areas covered in the course will include: Location and Physical Design, Technology in the EOC, Functional and Space Layouts, Financing the EOC, Organizing the EOC, Staffing the EOC, Maintaining Cooperation and Coordination in the EOC, The Psychological and Social Climate of the EOC, Using SOPs in EOC Management and Operations, Developing SOPs Using Job Aids, Conducting Briefings, Conducting Exercises and Evaluations of the EOC's SOPs, Activation and Set up of the EOC, Relocate and Set Up an Alternate EOC , Resolving Operational Problems in the Alternate EOC, Managing the EOC and Deactivating the EOC.

Exercise Design and Evaluation Course

This 2-day course incorporates both the design of exercises and conducting exercise evaluations. The course is designed to develop the skills that will enable participants to train staff and to conduct an exercise that will test a community's Comprehensive Emergency Management Plan and response procedures based upon an eight step process. The five basic types of exercises will be discussed in detail highlighting their pros and cons. Also covered will be the purpose of conducting After Action Reviews and developing After Action Reports.

This course is part of the Professional Development Series.

Exercise Control and Simulation

This 1-day course is designed for experienced exercise staff and focuses in on the roles and responsibilities of the chief controllers and control team leaders. Also discussed in depth are the roles and responsibilities of the simulation cell team leaders, develop control plans, and performing effective exercise control and simulation functions.

Incident Command System Course

This 3-day course is designed to provide response personnel at all levels with the tools to provide an effective integrated response and to develop a plan to manage the incident scene. The complexity of incidents, coupled with the growing need for multi-agency and multi-functional involvement on these incidents, has increased the need for an integrated incident management system that can be used by all emergency response disciplines. The Incident Command System can be used for all operations within in single agency, or for integrated operations conducted by multiple agencies or jurisdictions. The organizational structure is adaptable for all types of incidents (normal emergencies, natural disasters, technological disasters, major events management and local security and/or terrorism issues).

Many disasters, including terrorism incidents, are very complicated and labor intensive by nature. This training course will help to mentally prepare responders when these incidents occur, as well as define the roles and responsibilities of the various agencies involved in the response efforts.

Subject areas covered in the course will include The History and Evolution of the Incident Command System, The Basics of the Incident Command System, Incident Commander Functions, Command Staff Functions, General Staff Functions, Incident Response and Stabilization, and ICS/Emergency Operations Center Interface.

Incident Command System/Emergency Operations Center Interface Course

This 2-day course provides an opportunity for participants to begin developing an Incident Command System/Emergency Operations Center interface for their community. The course reviews the basics responsibilities of both systems and depends heavily on exercises and group discussions to formulate the interface.

Intermediate Storm Spotter Training

This 1-day course was developed as part 2 of a 3 part series designed to provide local storm spotter personnel with detailed information on an intermediate level of conducting storm spotter activities. During this course, participants will be given specific information on safety for the spotter, equipment requirements, reporting and documentation procedures, and team organization.

Introduction to Emergency Management Course

This 3-day course provides a basic understanding of the roles and responsibilities of the local community, State and Federal government in providing disaster assistance. The course provides an introduction to the principles of a Comprehensive Emergency Management program and the Integrated Emergency Management System. Included is an in-depth look at the four phases of emergency management: mitigation, preparedness, response and recovery. An overview of Indiana's Comprehensive Emergency Management program is explained during the course.

This course is part of the Professional Development Series.

Introduction to the use of K-9 Teams and Search and Rescue Operations

This 1-day course was developed to introduce emergency managers and responders to the various types of K-9 teams available, how and when they are used, and how to access this valuable resource. The course also includes an overview of Search and Rescue Operations, body recovery operations during a disaster and the training, personnel and resources available to assist the local jurisdictions.

Leadership and Influence Course

This 2-day course provides participants with the information necessary to assess differences in personal values and interpersonal influence styles, and to apply situational leadership behaviors in emergency situations.

This course is part of the Professional Development Series.

Management for Emergency Managers Course

This 2-day course is designed to introduce Emergency Management personnel and emergency responders with basic management practices. The course includes information regarding the management of administrative and financial programs that are consistent with the seven- (7) principles of business management.

Mass Fatalities Incident Management Course

This 3-day training course is designed to provide response personnel at all levels with the tools to prepare for a Mass Fatalities incident and to develop a plan to manage the incident scene.

Subject areas covered in the course will include The Role of the Incident Command System in a Mass Fatalities Incident, Coroner/Medical Examiner Operations, Planning for a Mass Fatalities Incident, Stress Management, and Lessons Learned from Oklahoma City, New York City and Washington D.C. terrorist attacks. We will also conducted a case study of Indiana's American Eagle Flight 4184 airline crash and review the lessons learned from that incident. Included in this course is a full-scale, hands-on outdoor exercise. Students should be prepared to spend an extended period of time in a realistic mass fatality scenario and bring appropriate clothing for the exercise and inclement weather.

Practical Issues in Emergency Management

This workshop will be lead by guest panel presenters from the local emergency management programs. Each guest presenter will have 30 minutes to present an overview of an emergency management program for which they were instrumental in implementing. The presentation will be followed by a question and answer period in which participants can obtain detailed information on the topic presented or open a discussion on the topic of their choosing. A moderator will ensure the efficient use of time and applicability of topics.

Participants are encouraged to bring information with them on emergency management concerns or problems for which they are searching for solutions. Participants will be able to present these topics during the course and solicit suggestions or solutions from the panel members and other participants.

Radiological Transportation – Modular Emergency Response Training

This 1-day, eight-hour course is intended for responders who have had previous hazardous material response training. The modules are designed to supplement information provided in other hazardous materials courses. As such, they are written with the expectation that users are familiar with terminology that would be introduced in a hazardous material course. The modular response training consists of the following:

Radiological Basics	Patient Handling
Biological Effects of Ionizing Radiation	Radiological Terminology and Units
Hazard Recognition	Assessing Package Integrity
Initial Response Actions	Radiological Survey Instruments & Dosimetry Devices
Radioactive Material Shipping Packages	Decontamination, Disposal and Documentation

Resource Management Course

This 2-day course provides participants with the knowledge and skills to effectively identify, develop and manage a resource management system. The course covers aspects of how to tap into little used resources, how to develop a system to better manage scarce public and private sector resources in a crisis situation, and how to ask for help.

Many disasters, including terrorism incidents, are very complicated and both labor and resource intensive by nature. This training course will help to prepare resource support officers, managers and providers to prepare for and respond to resource support requests when these incidents occur, as well as define the roles and responsibilities of the various agencies involved in the response efforts.

Subject areas covered in the course will include: The Relationship between Emergency Management, Resource Management and resource needs; Determining resource needs; Identifying Existing resources; Identifying Sources for Procurement; Asking for Help; Documentation; and Exercise, Review, Evaluate and Revise Resources Management Systems.